

TOWNSHIP OF WEST ORANGE
66 Main Street, West Orange, NJ 07052
973-325-4155
(FAX) 973-731-1196

APPLICATION FOR LICENSING of LIMOUSINE/TAXI

Date: _____ New: _____ Renewal: _____

If Renewal, has there been any change to the original information provided?

Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Date of Birth: _____ Social Security #: _____

NJ Driver's License #: _____

Business Name: _____

Business Address: _____ City/State/Zip: _____

Corpcode Number: _____ *(match registration)*

Have you ever been charged, arrested or convicted of any violation of the law in New Jersey? Y _____
N _____ or in

any other State? Y _____ N _____ If yes, please explain: _____

All Applicants:

FAILURE TO ANSWER ALL QUESTIONS TRUTHFULLY WILL RESULT IN DENIAL OF APPLICATION/LICENSE

I hereby certify that the foregoing statements are true and correct

Print Name _____ Signature _____

Dated: _____

For Office Use Only:

Date Fingerprinted: _____

_____ Insurance Policy w/endorsements listing each driver on file with Clerk's Office?

_____ Copy of Registration for each Vehicle

_____ Corp. Code

_____ Photos-(2) 2x2 provided?

_____ Application Fee? (\$50.00)

_____ W.O. Zoning Official Approval

_____ Letter from Zoning Official for Vehicles Parked Outside of W. Orange

Comments: _____

Application Approved? _____ Denied? _____ Reason? _____

Signature-Municipal Clerk or Designee

CORPCODE REQUEST FORM

To be completed by company owner and/or executive officer

Legal Name of Company: _____

Federal Tax Payer ID# / Federal Employer ID#: _____

Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Street Address if mailing address is a PO Box: _____

Business Description: _____

Will your vehicle(s) be principally garaged at this location? Yes No
If not, where will the vehicle(s) be garaged? _____

Name of Executive Requesting Corpcode: _____

Relationship to Company: _____

Driver License Number: _____ State: _____

Note: A photocopy of the valid driver license of the company official completing this form and of the individual granted Power of Attorney, if applicable, must be attached to this document. The party submitting application at a motor vehicle agency will be required to show their original document.

Social Security Number: _____

Submission of the Social Security Number if required by N.J.A.C.13:21-1.3. The number will be used to prevent errors, enforce Federal and State laws and assist in the collection of motor vehicle fees.

Does your company **currently** have any vehicles registered in this state? Yes No
If yes, please complete the following information for one of the vehicles:

VIN or Hull#: _____ Plate#: _____

Make: _____ Model: _____ Year: _____

I certify that I am requesting a corpcode because the applicable vehicles will be principally garaged in New Jersey for use by the above legally operated company and that I am legally present in this country.

Signature: _____ Title: _____ Date: _____

MVC Only: Agency: _____ ID checked by: _____ Date: _____

Approved Corpcode#: _____

Approval Date: _____ AHL employee: _____



Motor Vehicle Commission

Trenton, New Jersey

STATE OF NEW JERSEY

TO ALL COMMERCIAL BUS AND LIMOUSINE DRIVERS THAT HOLD A PASSENGER P ENDORSEMENT ON THEIR CDL NOT FOR SCHOOL BUS OR HAZMAT DRIVERS

The Motor Vehicle Commission has commenced a live fingerprint scanning initiative to streamline Criminal background checks required for commercial operators transporting passengers for hire. The successful completion of a criminal background check is a legal requirement as a condition for licensure. Therefore, as part of your application and issuance process, it is required that all potential applicants schedule an appointment with the states fingerprint vendor IdentoGo (MorphoTrust USA).

To schedule an appointment you need to call the toll free number 1-877-503-5981 and make an appointment to have your fingerprints scanned at an established site. You may also schedule your appointment via the Internet at IdentoGo's web site www.bioapplicant.com/nj. **ONLY CALL THIS NUMBER OR VISIT THIS WEB SITE IF YOU NEED TO SCHEDULE FINGERPRINTING FOR A PASSENGER ENDORSEMENT.** Please complete the applicant information on the back of this letter. Though certain information is already filled in, you will need to supply the requested information in blocks 7 thru 26. Block 7 is your driver license number which will be used as your Agency Case Number. Blocks 9, 10 and 11 is your name which must appear as it does on your driver license. Please have this form completed and present it along with the proper identification as noted on the back of this letter.

In addition when you schedule your appointment you will be asked to provide the following internal identification numbers.

ORIGINATING AGENCY REFERRAL NUMBER (ORI)	NJ 920530Z
AGENCY CASE NUMBER	Your DL #
CATEGORY	MVS
DOCUMENT TYPE	RS 1
STATUTE	39:3-10.1 SPECIAL LICENSE PASSENGER FOR HIRE

After supplying this information you will be required to make payment of \$50.70 to cover all required background checks and vendor fees. Only after payment is made will you be scheduled for an appointment at one of the electronic scan sites. Visa, MasterCard or money orders are acceptable forms of payment. No cash or personal checks will be accepted. If paying by credit card, you will receive you scheduled time and place for fingerprinting immediately. If paying by money order, your time and place will be scheduled only after IdentoGo receives your mailed in payment. Please make money orders out to IdentoGo.

Please note: School bus and HazMat drivers are required to comply with different fingerprint procedures and notices issued by the Department of Education and the Transportation Security Administration. In addition fingerprint-scanning fees differ between School Bus, Commercial Bus and HazMat Drivers. Also, all Limousine Drivers must be fingerprinted under NJSA 48:16-22.3A. Failure to present the proper form or pay the appropriate fee would require the applicant to submit to an additional background check and another fee payment. Please be sure you have the correct fingerprint application form. No refunds will be issued if the incorrect fingerprint application is used.

If you have any questions concerning this procedure, please contact the Motor Vehicle Commission Commercial Bus Unit at 609-292-7500 ex 5039.

IMPORTANT: PLEASE BRING THIS LETTER AND PHOTO IDENTIFICATION WITH YOU WHEN YOU APPEAR TO BE FINGERPRINTED AT YOUR SCHEDULED TIME. AT THAT TIME YOU WILL RECEIVE A RECEIPT FROM THE STATE VENDOR. PLEASE BRING THIS RECEIPT OR COPY THEREOF WITH YOU TO A MVC AGENCY WHEN APPLYING FOR A CDL PASSENGER ENDORSEMENT. REMEMBER THIS FORM IS ONLY TO BE USED FOR FINGERPRINTING TO RECEIVE A PASSENGER ENDORSEMENT.

REV 13/13

*On the Road to Excellence
Visit us at www.njmvc.gov
New Jersey is an Equal Opportunity Employer*



By MorphoTrust USA

New Jersey Universal Fingerprint Form

www.bioapplicant.com/nj

(1) Originating Agency Number (ORI #) NJ920530Z		(2) Category MVS	(3) Statute Number 39:3-10.1		
(4) Reason for Fingerprinting SPECIAL LICENSE/PASSENGER FOR HIRE			(5) Document Type RS1	(6) Payment Information \$50.70	
(7) Contributor's Case # (PRINT D.L. NUMBER ON DOTTED LINE) -----			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City	State	Zip	
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both	(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> A Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I American Indian / Alaska Native <input type="checkbox"/> W White (Includes Hispanic/ Spanish Origin) <input type="checkbox"/> U Unknown		
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address		State	Zip
City					

Identification Requirement - Identification must be presented at the time of printing. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria; Photo, Name, Address (home/employer), Date of Birth and is issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).

Please READ this form carefully and follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** you **present** this completed Universal Fingerprint Form, IDG_NJAPP_110113, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an Applicant is responsible for payment, Payment Is Required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, or electronic debit (ACH) from a checking account; accounts will be debited immediately. Money Order is the only form of payment accepted at the enrollment center.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center **before the deadline of 5PM EST** the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline; MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment; Inability to present proper identification; Inability to present this completed Universal Fingerprint Form IDG_NJAPP_110113; Information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 appointment fee; MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM

IDG_NJAPP_110113



New Jersey Motor Vehicle Commission

CDL Unit
Tel 609-292-7500 ext. 5077
* Fax 609-984-1245

LIMOUSINE DRIVER or RENTAL CAR CHAUFFEUR EMPLOYER CERTIFICATION APPLICATION

Company Name: (please print)			Company FEIN / TIN Number:		
Company Mailing Address: Street/PO Box:			City:	State:	Zip Code:
Contact Person: Last	First	Middle Initial	Telephone Number: () -		Company Email Address:
Applicant Name:			Driver License Number:		State:
Applicant Mailing Address: Street/PO Box:			City:	State:	Zip Code:
Social Security Number:	Date Application Sent:		Does Applicant Currently Hold a CDL with Passenger (P) Endorsement <input type="checkbox"/> Yes <input type="checkbox"/> No		
For Official Use Only Do Not Write Below					
Date Application Received	Date Record Created		Date Notice Sent		
P Endorsement	Qualified		Disqualified		
Comments					

Please mail completed form to:
Motor Vehicle Commission
CDL Unit
PO Box 685
Trenton, NJ 08666-0685

48:16-22.3a Requirements for applicants as driver of limousine, certain passenger vehicles.

9. a. Any person who owns a limousine service, or any other company or service which pairs a passenger automobile, as defined in R.S.39:1-1, and a driver with a private customer to provide prearranged passenger transportation at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route, including, but not limited to, the use of authorized drivers of rental vehicles to provide such passenger transportation, shall require an applicant for employment as a limousine operator or driver, or as an operator or driver of any other passenger automobile, as defined in R.S.39:1-1, provided through a company or service which pairs a passenger automobile and a driver with a private customer to provide prearranged passenger transportation at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route, to provide the applicant's name, address, citizenship status, a form of photographic identification, birth certificate, and such other information as the Chief Administrator of the New Jersey Motor Vehicle Commission (hereinafter the "chief administrator") may require.

b. An applicant subject to the provisions of subsection a. of this section shall submit to being fingerprinted by the Division of State Police in the Department of Law and Public Safety or by agents appointed by or under contract to the division and shall also provide written consent to the performance of a criminal history record background check unless the applicant was previously fingerprinted and had a criminal history background check conducted as part of an application for a Commercial Driver License or a passenger endorsement under a Commercial Driver License or both. The chief administrator is authorized to exchange fingerprint data and photographic identification with and receive criminal history record background information results from the Division of State Police. The division shall inform the chief administrator if an applicant's criminal history record background check reveals a conviction of a disqualifying crime as specified in subsection d. of this section. The applicant shall bear the cost of fingerprinting and the cost for the background checks, including all costs of administering and processing the checks. As used in this section, "criminal history record background check" means a determination of whether a person has a criminal record by cross-referencing that person's name and fingerprint data with those on file with the State Bureau of Identification in the Division of State Police.

c. No applicant shall be permitted to operate or drive a limousine, or any other passenger automobile, as defined in R.S.39:1-1, provided through a company or service which pairs a passenger automobile and a driver with a private customer to provide prearranged passenger transportation at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route, unless the applicant is 21 years of age or older and unless the chief administrator provides written notification to the owner of the limousine service, or any other company or service which pairs a passenger automobile, as defined in R.S.39:1-1, and a driver with a private customer to provide prearranged passenger transportation at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route, of the chief administrator's determination that the applicant is qualified for employment as a limousine operator or driver, or as an operator or driver of any other passenger automobile, as defined in R.S.39:1-1, provided through a company or service which pairs a passenger automobile and a driver with a private customer to provide prearranged passenger transportation at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route.

d. An applicant shall be disqualified from operating or driving a limousine, or any other passenger automobile, as defined in R.S.39:1-1, provided through a company or service which pairs a passenger automobile and a driver with a private customer to provide prearranged passenger transportation at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route, if the applicant's criminal history record background check reveals a record of conviction of any of the following crimes:

(1) In New Jersey or elsewhere any crime as follows: aggravated assault, arson, burglary, escape, extortion, homicide, kidnapping, robbery, aggravated sexual assault, sexual assault or endangering the welfare of a child pursuant to N.J.S.2C:24-4, whether or not armed with or having in his possession any weapon enumerated in subsection r. of N.J.S.2C:39-1, a crime pursuant to the provisions of N.J.S.2C:39-3, N.J.S.2C:39-4 or N.J.S.2C:39-9, or other than a disorderly persons or petty disorderly persons offense for the unlawful use, possession or sale of a controlled dangerous substance as defined in N.J.S.2C:35-2.

(2) In any other state, territory, commonwealth or other jurisdiction of the United States, or any country in the world, as a result of a conviction in a court of competent jurisdiction, a crime which in that other jurisdiction or country is comparable to one of the crimes enumerated in paragraph (1) of subsection d. of this section.

e. The chief administrator is authorized to adopt regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c. 410 (C.52:14B-1 et seq.), to effectuate the purposes of this section.

f. The provisions of this section shall apply to persons making applications for employment on or after the effective date of P.L.2001, c.416 (C.48:16-18.1 et al.).

g. If an applicant who has been convicted of one of the crimes enumerated in subsection d. of this section can produce a certificate of rehabilitation issued pursuant to N.J.S.2A:168A-8 or, if the criminal offense occurred outside New Jersey, an equivalent certificate from the jurisdiction where the criminal offense occurred, the criminal offense shall not disqualify the applicant from operating or driving a limousine or any other passenger automobile, as defined in R.S.39:1-1, provided through a company or service which pairs a passenger automobile and a driver with a private customer to provide prearranged passenger transportation at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route.

h. Nothing in this section shall be construed to include the owners or operators of taxicabs, hotel buses, buses employed solely in transporting school children or teachers, vehicles owned and operated directly or indirectly by businesses engaged in the practice of mortuary science when those vehicles are used exclusively for providing transportation related to the provision of funeral services, autobuses which are subject to the jurisdiction of the Department of Transportation or interstate autobuses required by federal or State law or regulations of the Department of Transportation to carry insurance against loss from liability imposed by law on account of bodily injury or death.

i. The owner of a limousine service, or any other company or service which pairs a passenger automobile, as defined in R.S.39:1-1, and a driver with a private customer to provide prearranged passenger transportation at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route, including, but not limited to, the use of authorized drivers of rental vehicles to provide such passenger

transportation, who permits the operation of a limousine, or any other passenger automobile provided through a company or service which pairs a passenger automobile and a driver with a private customer to provide prearranged passenger transportation at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route, by a person who the chief administrator has not determined to be qualified for employment pursuant to subsection c. of this section shall be subject to a penalty of \$500.

Actions to impose a penalty under this subsection shall be brought, and any such penalty shall be collected, in a summary proceeding pursuant to "the Penalty Enforcement Law of 1999," P.L.1999, c.274 (C.2A:58-10 et seq.). The Superior Court or any municipal court where the violation was detected, or where the defendant was apprehended, shall have jurisdiction to hear any action brought for violation of this subsection. Penalties imposed pursuant to this subsection shall be in addition to those otherwise imposed according to law. All penalties collected pursuant to the provisions of this subsection shall be forwarded as provided in R.S.39:5-40 and subsection b. of R.S.39:5-41. If the violation is of a continuing nature, each day during which it continues shall constitute an additional, separate, and distinct offense.

L.2001, c.416, s.9; amended 2007, c.35, s.1; 2009, c.325, s.4; repealed 2009, c.325, s.6.

48:16-22.3b Applicants to be tested for controlled dangerous substances; regulations.
10. Any person who owns a limousine service shall require an applicant for employment as a limousine operator or driver to be tested, at the applicant's expense, for dangerous controlled substances as defined in N.J.S.2C:35-2. Upon the advice of the State Limousine Advisory Committee, the Chief Administrator of the New Jersey Motor Vehicle Commission shall adopt regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), for the licensing and testing of applicants for employment as limousine operators or drivers. The regulations shall be substantially similar to the regulations of New York City concerning the testing of an applicant for a for-hire vehicle driver's license pursuant to section 6-15 of Title 35 of the New York City Rules and Regulations.

L.2001, c.416,s.10; amended 2007, c.35, s.2.

STATE OF NEW JERSEY

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Raymond P. Martinez
Acting Chief Administrator

March 8, 2010

MOTOR VEHICLE ADVISORY

NEW JERSEY LIMOUSINE COMPANIES AND RENTAL CAR CHAUFFEUR SERVICE COMPANIES

Please be advised that legal requirements affecting the limousine and rental car chauffeur service industry in New Jersey have changed. Law changes found primarily in N.J.S.A. 48:16-22-3.a were enacted on January 18, 2010 and become effective on April 19, 2010. Limousine and Rental Car Chauffeur Service companies who are not compliant with law changes as of the effective date may be issued summonses. This advisory will provide you with information necessary to ensure compliance with certification requirements.

The Motor Vehicle Commission (MVC) is responsible for implementing changes to the driver background check and certification process. MVC will continue to certify drivers based on a live scan of fingerprints for the processing of a criminal background check. Generally, employers, including owner/operators, will submit an application to MVC for uncertified drivers pending employment as well as those already employed. Key changes are as follows:

- The updated law has eliminated the federal level (Federal Bureau of Investigation) check but will retain a state level check coordinated by the State vendor and the State Bureau of Identification. This will reduce the cost of a new background check to \$50.00.
- The updated law establishes a \$500 fine on the employer or owner/operator if the driver is not certified by MVC. Employers and owner/operators should therefore ensure each driver operating company vehicles has completed a criminal background check and has been certified by MVC. This does not include drivers exempted from certification requirements who were continuously employed as a limousine driver prior to January 18, 2002.

(continued)

- Drivers holding an active Commercial Drivers License (A, B or C Class) with passenger endorsement (P) can now be certified as a chauffeur without an additional background check. A limousine driver is also referred to as a chauffeur. Drivers meeting requirements for CDL with P endorsement have already completed and satisfied the state level background check required for limousine driver. Employers and owner/operators should submit a Limousine Driver or Rental Car Chauffeur Employer Certification Application to the MVC for any new driver applicant or current driver holding a CDL with P endorsement. In addition, CDL holders must comply with the federal medical requirements under 49 CFR 391.41.
- As required by law, no one will be permitted to drive a limousine unless they are 21 years of age or older and not until the limousine or rental car chauffeur company has received written certification from the Chief Administrator of the MVC that the applicant is qualified for employment. To be qualified for employment as a limousine driver or rental car chauffeur, a person cannot be convicted of any crime as follows: aggravated assault, arson, burglary, escape, extortion, homicide, kidnapping, robbery, aggravated sexual assault, sexual assault or endangering the welfare of a child pursuant to N.J.S.2C:24-4, whether or not armed with or having in his possession any weapon enumerated in subsection r. of N.J.S.2C:39-1, a crime pursuant to the provisions of N.J.S.2C:39-3, N.J.S.2C:39-4 or N.J.S.2C:39-9, or other than a disorderly persons or petty disorderly persons offense for the unlawful use, possession or sale of a controlled dangerous substance as defined in N.J.S.2C:35-2.

INSTRUCTIONS FOR EMPLOYERS:

- This notice includes all forms necessary to qualify drivers. The forms are also located on MVC's website at www.njmvc.gov **Employers receiving this notice should begin the qualification process for employees without delay.**
- Employers should first identify all drivers who have a current certification letter from MVC. MVC maintains a permanent record for these drivers and can identify them as qualified under the law. Drivers should carry the certification letter when operating company vehicles. A notation will be placed on their driving record to indicate they have been qualified and will be available to law enforcement (lookup screens). If an employer or driver is unable to locate the certification letter issued by MVC please call the MVC CDL Unit at 609-292-7500 ext 5077 Mon – Fri between 8:30 – 4:15 and request a duplicate certification letter.
- **Employers should identify drivers who have not been certified.** This includes:
 - Drivers employed prior to January 18, 2002 can be exempt from background check requirements. These drivers may need documentation for law enforcement. Therefore, MVC is providing a form allowing the employer to certify employee's date of employment and that the driver is exempt from background checks under the revised law. The form should be carried by the driver when operating a company vehicle until a certification letter is received from the MVC. A notation will not be placed on the driver's record unless a Limousine Driver or Rental Car Chauffeur Employer Certification Application is submitted to MVC.

(continued)

- Drivers holding an active CDL with P endorsement do not need another background check. However, employers should complete and submit to MVC the Limousine Driver or Rental Car Chauffeur Employer Certification Application Form that is attached. The form includes a check off box indicating the driver holds a CDL with P endorsement. MVC will verify driver status and mail the employer a certification letter. A notation will be also placed on the driving record to indicate the driver is qualified.
- Drivers who operate company vehicles but do not need a CDL with P endorsement need to complete a background check. Employers should complete and submit to MVC the Limousine Driver or Rental Car Chauffeur Employer Certification Application. Drivers also need to complete form NJAPS2, Version 4.0 fingerprint application form and contact Identigo, the state fingerprint vendor to arrange for fingerprinting at 877-503-5981. Drivers can also schedule fingerprinting on the internet at www.bioapplicant.com/nj. The vendor requires payment of the \$50 fee prior to fingerprinting. Drivers must use the application form IDG_NJAPP_110113 attached to this notice or now available on MVC's website. Use of the older form will result in a federal level background check and higher fee. The MVC will verify the background check results and mail the employer a qualification or disqualification letter. MVC will also place a notation on the driving record to indicate qualification.

OTHER IMPORTANT INFORMATION FOR EMPLOYERS

- Drivers who are employed by more than one employer need only one background check. In addition, after providing a qualification letter, the Motor Vehicle Commission will continue to notify employer(s) of any disqualifying state level convictions if MVC has the employers' current address.
- Applications must be submitted by mail or fax to the address or fax number listed on the application form. The deadline for compliance with the law is April 19, 2010. Due to anticipated volume, MVC may not be able to fully process and mail qualification letters for applications received after April 12, 2010.
- Instructions for completing the fingerprint application are listed on the back of the application. Once the fingerprints have been submitted, the MVC will receive the results and a notice of qualification will be mailed to the employer. The entire process takes approximately two weeks. The certification letter will only be sent to the employer, not the driver.
- Out of state drivers need to complete the process to be qualified as chauffeurs.
- The MVC does not charge a fee for administering this program.
 - The MVC understands the importance of professional drivers and the support they provide to transportation in New Jersey. We have attempted to make it easy for all employers and drivers to meet requirements of the law. Should you have any questions please contact the MVC Commercial Drivers License Unit at 609-292-7500, extension 5077 Mon – Fri between 8:30 – 4:15. This information, including the documents, applications and Frequently Asked Questions are available on our website at www.njmvc.gov.



» MVC Business Home
» Business Licensing Main
» Driving School License
» Dealership License
» Dealer Services/Online Program
» Light Permits
» Junkyards
» Limousine Operators and Employers
» Limousine Drivers
» FAQ
» Inspection Facilities
» Auto Body Shops
» Interlock Devices
» Window Tinting
» Passenger Carrier Service
» Remedial Driver Education Program

Records	Titles	Business Owned Vehicles	Business Licensing
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Limousine background checks frequently asked questions

Why do I need to be fingerprinted and have a background check completed?

State law requires all limousine and rental car chauffeurs/operators to complete a criminal background check. Law changes found in NJSA 48:16-22-3.a were enacted on January 18, 2010 and become effective on April 19, 2010. Limousine and rental car chauffeur service companies who are not compliant with law changes as of the effective date may be issued summonses.

Do all limousine and rental car chauffeurs need fingerprint background checks?

No. Only driver applicants employed as limousine or rental car chauffeurs as of January 8, 2002, are required to get a fingerprint background check. Individuals hired as a driver/chauffeur prior to this date are exempt at this time. If you are exempt from the requirements, your employer can certify that you were continuously employed as a driver/chauffeur prior to January 8, 2002 by completing an Employment History Certification - Chauffeur form and send it to the MVC. If a driver applicant was employed by one company prior to January 8, 2002 and separated from that company, and then went to work for another company after January 8, 2002, he/she will need a background check.

I own the limousine/rental car chauffeur company/business and also drive for the company. Do I need to complete a background check on myself?

Yes. If a company's owner also operates a limousine, he/she is subject to the background check requirements. If based on the background check, the owner is not qualified; the law states that you may not drive a limousine.

Can a new (employee) begin driving a company limousine or rental chauffeur car prior to completion of the background check and MVC notification?

No. The law does not include waivers, extensions or delayed requirements for new or existing employees. Only drivers employed prior to January 8, 2002 are exempt from the background check requirements.

Are drivers that I currently employ subject to background checks?

Drivers employed on and after January 8, 2002 must be fingerprinted and qualified by the MVC.

How do I get fingerprinted?

Applicants must complete the Fingerprint Application Form No IDG_NJAPP_110113 and contact the State's vendor, IdentGo, to schedule an appointment. IdentGo may be reached at 1-877-503-5981 or visit the company's Web site at www.bioapplicant.com/nj. Make sure the statute number in box 3 on the application is 48:16-22.3.a.

What does the fingerprint background check cost?

The fee for fingerprinting is \$50.00. This fee is collected at the time of scheduling. MorphoTrak accepts most credit cards or electronic debit from a checking account only.

How do I find a IdentGo location?

IdentGo has locations throughout the state. Appointments for fingerprint collection can be scheduled at a number of convenient locations, which can be found by calling 1-877-503-5981 or visiting www.bioapplicant.com/nj

How will I find out if I'm qualified or disqualified to operate a limousine or chauffer driven rental car?

The MVC will review criminal history based on reports provided by the New Jersey State Police

Related Links

Limousine Driver Employer Application Form
Fingerprint Application Form - IdentGo
New Limousine Law
Notice to Limousine Companies
Letter to Drivers

Bureau of Identification. If there are any disqualifying convictions, the MVC will notify a driver applicant's employer that he/she is disqualified from employment. If there are no disqualifying convictions, the MVC will notify the employer that the driver applicant is qualified. The employer is responsible for notifying current and prospective employees of the background check results.

What happens if I'm convicted after being qualified?

Once collected, a driver applicant's fingerprints will be kept on file with the State Police. The MVC will be notified of any new convictions. If the conviction disqualifies the driver applicant, the MVC will notify the employer that he/she is now disqualified.

Will my employer receive a list of all convictions including minor offenses?

No. The employer will only receive a letter qualifying or disqualifying the limousine driver applicant.

What happens if I'm disqualified in error?

On very rare occasions, an error may occur resulting in a disqualification letter being issued. The driver applicant should call the MVC CDL Unit at (609) 292-7500, extension 5077 Mon - Fri 8:30 - 4:00 for information on how to correct the error. If the error involves an incorrect conviction record, the driver applicant will be instructed to write the State Police who will review its records and determine a course of action. Requests for the State Police to review a background check outcome will only be handled in writing, not by phone or in-person. The MVC cannot resolve incorrect conviction records. This can only be done by the New Jersey State Police.

I am a driver working for more than one limousine or rental car chauffeur company. Do I need more than one background check?

No. However, each employer needs to complete and submit a Limousine Driver or Rental Car Chauffeur Employer Certification Application to the MVC. This will ensure that each company receives a driver applicant's background check results.

Should companies report address changes to the Motor Vehicle Commission?

Yes, this is important. The MVC will not be able to notify a company of a driver/employee disqualification unless a current address is on file.

How often will I need to have a fingerprint background check done?

A background check is required only once.

I currently hold a CDL passenger endorsement and that required a fingerprint background check, must I also be fingerprinted to drive a limo?

No, the revised law provides that CDL holders with passenger endorsement are also qualified as limousine driver or rental car chauffeur. The employer must still submit an application to qualify the employee.

I live in another state but work for a New Jersey limousine or rental car chauffeur company. Do I need to have a background check done?

Yes. All chauffeur/drivers and employers in New Jersey must comply with the requirements.

I live in New Jersey and I am licensed here but work for a limousine company in another state. Do I need to have a background check done?

Maybe. Some other states also require background checks for limousine drivers. A background check completed in another state will not qualify a driver in New Jersey.

How can I get the fingerprint application?

Before a driver applicant can be fingerprinted, the employer, or potential employer, must complete a Limousine Driver or Rental Car Chauffeur Employer Certification Application and send it to the MVC. After this is done the driver applicant can be fingerprinted. Fingerprint applications are available from the employer or on the MVC Web site www.njmvc.gov

Since there could be a fine for not completing a background check, how will I prove that I am qualified to operate a limousine or chauffeur rental car?

When qualifying an employee, MVC sends the employer a certification letter and form. The form (and letter) will identify the employee as qualified and can be presented to a law enforcement officer if qualification is requested. MVC will also update the driver's record to reflect limo/rental car chauffeur qualification.

What is a Rental Car Chauffeur?

Some companies now offer a service that pairs a rental car with a driver. The customer pays to rent the car and for someone qualified to drive the car. The driver of the rental car is called a rental car

chauffeur. Recent law changes require the rental car chauffeur to meet the same background check requirements (as a limo driver) and be qualified by MVC.

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